

Los Angeles County
Department of Health Services
Harbor-UCLA Medical Center



Health Services
LOS ANGELES COUNTY



Harbor-UCLA
MEDICAL CENTER

HARBOR-UCLA MEDICAL CENTER COUNTY OF LOS ANGELES

**Health Information
Management Director**

RHIA or RHIT

Annual Salary Range: \$137,755.67 – \$153,538.92

Plus Benefits



Information Management with the **Delivery of Health Care**

About DHS

DHS is the second largest municipal health care system in the nation and serves the County's 11 million residents. DHS operates two Level 1 trauma centers & a specialized burn unit, and provides acute and rehabilitative patient care. Health Information Management (HIM) is comprised of the men and women working throughout our health system at all hospitals with the purpose of coding, maintaining, and safeguarding medical records for our patients; supporting our clinicians; and modernizing health information processes. Health Information Management professionals are stepping up to take information resource management roles in an electronic healthcare environment. Get involved with building the capacity of information management and sharing. Be a part of a structural change that aligns HIM with the delivery of care to improve quality, control costs, and enhance the efficiency of the system. Contribute to what matters: improved business processes, enhanced transactions, and strong leadership.

About Harbor-UCLA Medical Center

Harbor-UCLA Medical Center is one of five level one trauma centers in Los Angeles County. Since 1946, the hospital has been the cornerstone of healthcare services for more than 700,000 residents in the greater South Bay catchment area.

Physicians and faculty at Harbor-UCLA Medical Center conduct pioneering research in many fields such as reproductive endocrinology, genetics, infectious diseases, trauma, and respiratory medicine, bringing worldwide recognition to the medical campus.

Harbor-UCLA serves as a major training site for medical students from the UCLA School of Medicine and works with staff and students from the Charles R. Drew University of Medicine and Science. Harbor-UCLA is also proud to be the home of LA BioMed, one of the largest independent, not-for-profit biomedical research institutes in the United States.

The hospital's 300 full-time faculty and many of the 450 part-time and voluntary professional staff hold appointments at the UCLA Geffen School of Medicine devoting their time to clinical care, research, and teaching. Nearly 500 residents and fellows are completing their graduate medical education training at the hospital, aiding the provision of high quality patient care.



Now Recruiting for **Health Information Management Director at Harbor-UCLA**

Services Provided for the Benefit of our Patients

- Inpatient and Outpatient Coding: Using ICD-10, CPT-4, ICD-O and HCPCS coding classifications to translate clinical documentation into the appropriate codes for the purpose of state reporting, statistical reporting, and billing
- Release of Information: Evaluating, processing, and tracking requests for protected health information from patients, government agencies, other medical institutions, and/or legal entities
- Management of a database of unique identifiers assigned to each individual patient to ensure that a patient's medical records are consistent, accurate, current, and complete across clinical and administrative units
- Safeguarding and Storage of Protected Health Information: Indexing, scanning, storing, and safekeeping protected health information in accordance with County, state and federal laws
- Public Information: HIM staff also fills the important role of welcoming and guiding patients, families, and visitors to our health system in a patient-centered, customer-friendly manner

The Ideal Candidate

In addition to the required certification and work experience, the ideal candidate for this position will also:

- Possess excellent communication skills to be able to address a wide group of stakeholders including elected officials, regulatory compliance agencies, executive management, organized labor leaders, line staff, and patients
- Have a proven track record of working with employee labor unions and employee associations to resolve complex public personnel management issues
- Demonstrate core competencies in the fields of medical record coding, release of information, privacy laws, and organizational management
- Have extensive experience in the education, on-the-job training, and mentoring of personnel in fields ranging from clerical to advanced medical record coding and management
- Ability to prepare written and visual reports for presentations to hospital administrative and clinical leadership, as well as to governing bodies
- Demonstrate the knowledge to organize the management of various units within the HIM Division of the hospital to ensure good customer service to patients
- Exhibit strong leadership skills to handle day-to-day operations while simultaneously and continuously developing strategic plans and best practices to adapt to changes in the laws governing health information management

Qualifications

SELECTION REQUIREMENTS:

Certification as a Registered Health Information Administrator* (RHIA), by the American Health Information Management Association (AHIMA) -**AND**- Five (5) years experience managing multiple sections including technical abstracting and coding, file management, health information reporting, or medical clerical functions in a comprehensive acute hospital-based health information management division at the level of Assistant Medical Records Director III**, Medical Records Director I***, Health Information Manager**** or higher. Certification as a Registered Health Information Technician* (RHIT) and two (2) additional years of the required experience will be accepted as a substitute for the RHIA certificate.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II – LIGHT:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Salary & Compensation

Effective 01/01/2017: \$11,479.64 - \$12,794.91 Monthly

Effective 10/01/2017: \$11,708.73 - \$13,050.18 Monthly

*20% manpower shortage bonus is included in the salaries

For benefits information, please visit: <http://hr.lacounty.gov/benefits/>

SPECIAL REQUIREMENT INFORMATION:

Certificate/License Information:

*Please ensure the Certification/License Section of the application is completed. Provide the title of the certificate, the number, date issued, date of expiration and the name of the issuing agency as specified in the Selection Requirements. Please attach a photocopy of the required certificate to your application **at the time of filing or within fifteen (15) calendar days of filing online or your application will be rejected.**

The required Certificate MUST be current and unrestricted.

**Experience at the level of Assistant Medical Records Director III is defined as: Assists the medical records director at a very large and complex County hospital in directing the hospital's medical records program.

***Experience at the level of Medical Records Director I is defined as: Directs the work of a medium-sized staff engaged in carrying out the medical records program at a County hospital.

****Experience at the level of Health Information Manager is defined as: Manages all abstracting and coding functions in a large, acute hospital or a major abstracting and coding operation in a very large acute hospital, or acts as the first assistant of the Health Information Management Division of a medium-size hospital or the Correctional Treatment Center.

To Apply or For More Information

To apply, please visit:

<https://www.governmentjobs.com/jobs/1668267-0/health-information-management-director>

For more information on class specifications:

<https://www.governmentjobs.com/careers/lacounty/classspecs/1064429>

We are currently recruiting for three H.I.M. director positions at three hospitals within the DHS system. **Interested candidates are encouraged to submit applications for all three positions.** A total of **two** applications will be needed to apply for the three recruitments. To apply for Harbor-UCLA and Rancho Los Amigos, please visit the link within this brochure. For application to LAC+USC, [please click here.](#)

For more information, please contact:

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To learn more about Harbor-UCLA and DHS, please visit:
Harbor-UCLA:

<http://dhs.lacounty.gov/wps/portal/dhs/harbor>

DHS Annual Report 2015-2016:

<http://file.lacounty.gov/SDSInter/>

[dhs/1005181_DHSAnnualreport.revised10-19PM.FINAL_small.pdf](#)